MEET.S

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MINUTES

OTR STAFF MEETING

Tuesday 26 Jan 54.

Document No. NO CHANGE in Class

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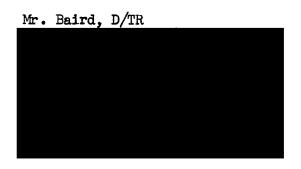
Class. CHANGED TO: TS

DDA Memo, 4 Apr 77 Auth: DDA REG. 77/1763

Date: 7Full By: Ou

Attendance:

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Comment:

Mr. Baird again commented on the desirability of having regularly represented at the staff meetings.

Human Resources Program and supervisory responsibilities

D/TR reflected on the philosophy of the Human Resources Program. He emphasized the necessity for supervisors to insure communications up and down the line. It is a particular responsibility of OTR staff and division chiefs to take back to their organizational groups the matters discussed and decisions reached at OTR staff meetings. Informing subordinates is the best means of counteracting erroneous rumors and misinformation.

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was requested to establish appointments with D/TR as a regular EOD procedure for all new OTR personnel. Similarly, Mr. Baird will meet with all employees prior to leaving OTR.

Recommendation of the CS Committee

In an attempt to make the nomenclature more meaningful the CS Training Committee has recommended that the following titles be identified with the respective phases of the present basic training program:

Phase I. Orientation

Phase II. Clandestine Methods and Techniques

Phase III. CIA Clandestine Operations

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It was further recommended that the name of the Basic Training Program be changed to Clandestine Services General Training Program. Agreement was reached that the new titles would be as identified above for Phases I. and III. with Phase II. being called CS Methods and Techniques.

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was requested to see that this information was properly announced. It is probable that the new identified titles can be worked into the announcement of revised Phase III. This is to be released soon.

Training request form

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reported on the objections of the Security Office to listing course titles in their present form. Among other things, the Security Office had recommended that these courses be identified as for the purposes of "training and study". Its to resolve this problem with the assistance of Mr.

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It was reported that the separate TO proposals from divisions and staffs totalled excluding 4 slots which DD/TR considers advisable for adding an editorial staff to OTR. The present ceiling, including Mr. Baird stated that OTR cannot afford to maintain specialists. All of us must be capable of doing several things within the organization. One of the most important contributions to OTR and to the Agency is the ability to develop doctrine. Both D/TR and DD/TR anticipated increasing requests placed upon OTR for services of instructors on a TDY basis for numerous overseas duties.

Manuals

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reported that of the PM Staff had recommended that OTR complete 4 manuals on which the preliminary work had been done by the PM Staff. These manuals cover the following topics: guerrilla warfare, and an overseas training guide. Mr.

agreed that this was an OTR responsibility. He also announced that OTR must produce manuals on caching, stay-behind operations, (which is already in good shape) and a revision of the BATTmanual. Other manuals need to be completed along the lines of swork in the PP field. Of the above, a first

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Weekly progress reports

priority is the BATT manual.

Mr. Baird commented on the lack of uniformity of the weekly progress reports in terms of furnishing useable information.

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Approved For Release 2001/03/30 : CIA-RDP57-00259A000100030018-7 25X1A OTR visit announced that an OTR visit has been arranged for 9 February. This is primarily for Division and Staff chiefs and principal assistants whose OTR work can be improved by an overall knowledge of the 25X1A facilities available The Director of Training stressed the need for security precautions, particularly with regard to location of the site. Lesson folders 25X1A reported on the present status of lesson plans. The increase of 10% which Mr. Baird had established as a progress goal for successive 25X1A staff meetings was not attained. reported that a number of 25X1A lesson plans are in transit were particularly asked to comment on the status of lesson plans at the next staff meetings. Management Course A. 25X1A made a brief report on Management Course A. This was the Instructors! time for training evaluation procedures 25X1A made a few comments on this topic. No decisions were reached. 25X1A In response to a question from TO's, Mr. Baird announced that would screen rather critically the existing proposals before re-submission 25X1A and Mr. Baird for final approval. to 25X1A

be present when their respective

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division TO's were being considered.

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